**Section 5025.170 Response Time**

The Freedom of Information Officer shall respond to each request for access to public records within 7 working days after its receipt, unless the response time is extended for an additional period of not more than 7 working days in accordance with Section 3. of the Act. The response shall be by letter mailed to the person making the request and shall approve the request in its entirety, approve the request in part and deny it in part, or deny the request in its entirety.